

APPENDIX VII.

Articles of long duration as per annual indent form, supplied at stated periods.

Item.	Description.	Purpose and scale.	Remarks.
181	Bags, Canvas, small, 16" × 7½"	For Postal purposes.	Items for which a fixed scale is not prescribed, will be supplied to the extent of average consumption allowing every year only 50 per cent. of the average quantity admissible.
182	Bags, Canvas, large, 16" × 12".		
183	Bags, Canvas, waterproof, 17" × 12".	For Police Officers ..	
186	Bells, Call	For Officers' personal use.	
188	Brushes, hard, for cleaning types.	One No. of each per machine per year.	
189	Brushes, soft (long handle), for cleaning machines.		
192	Cloth, oil, black, 51"/52" wide ..	For covering records in the monsoon.	
193	Erasers, Ink and Pencil ..	1 No. per head every two years.	
207	Oil Cans for typewriter's use ..	1 No. per machine ..	
208	Pads, small, 3¼" × 2¼", for taking thumb impressions and for use of rubber stamps.		
210	Penknives, desk	1 No. per head ..	33½ per cent. of the average to be allowed every year. Old locks to be sent to the stationery office for inspection and repairs if possible.
214	Pens, wheel, for writing on flat duplicator.	1 Pen per machine ..	
218	Portfolios, Foolscap ..		
226	Scissors, 6½" long	1 No. for each section, every 2 years.	
264	Locks, Pad, ordinary, Iron, Galvanized, 2½".	For locking up office doors and boxes, etc.	
205	Locks, Pad, ordinary, Iron, Galvanized, 2".		
206	Locks, Pad, ordinary, Iron, Galvanized, 1½".		
215	Pin cushions, ordinary, for clerks.	1 No. per head ..	
216	Pin cushions, superior, for officers.		

Item.	Description.	Purpose and scale.	Remarks.
191	Clips, Spring (Bull Dog) ..		20 per cent. of the average will be allowed every year.
209	Paper Weights, Glass ..	2 Nos. per head ..	
212	Pens, Stylus, for writing on flat cyclostyles.	1 No. per machine ..	
213	Pens, Stylus, for writing on Rotary duplicators.		
227	Slate, School, 11" × 9" ..	1 No. per student ..	
185	Baskets, waste paper, cane, superior.	1 No. per head ..	10 per cent. of the average to be supplied every year.
187	Blotters, wooden, hand ..	1 No. for officer's use only.	
194	Glasses for water for table use.	1 No. per head ..	
195	Hones for sharpening penknives	1 No. for each small office and 1 No. for each section of a large office.	
197	Round Pewter Inkstands for black ink and red ink too.	2 Nos. per head ..	
198	Inkstands, China, Brown, with corks.	For out-door work..	5 per cent. to be supplied every year.
199	Ink wells, China, for R. P. Inkstands.	When required to replace broken ones.	
211	Pen Racks ..	1 No. for officer ..	
217	Pokers (Bodkins) ..		
219	Punches for cancelling Court-fee stamps.		
228	Tiles, China, 6" × 6" for thumb impression.		To be supplied only when those in use are found unsuitable and unserviceable.
184	Baskets, cane, paper, 15" × 10" × 3" (correspondence trays).	One for each officer and one for each section of an office.	
229	Zinc Plates, 14" × 9" for writing with pencil carbon.		
200	Locks, Brass, Pad, superior, 3½"	For the use of Treasury Rooms, and for strong Treasury Boxes.	
201	Locks, Brass, Pad, superior, 3"		
202	Locks, Brass, Pad, superior, 2½"		
203	Locks, Brass, Pad, superior, 2"		

Item.	Description.	Purpose and scale.	Remarks.
220	Rubber Rollers, 3", for thumb impression.		} Old articles should be produced for inspection of the indenting officer, before new articles are asked for.
221	Rubber Rollers, large, 8", for duplicators.		
222	Rulers, round, long, 24" ..	} 1 No. of either for officers' use and one No. of either for each section.	} Old articles <i>vide</i> Items 200 to 203 and 225 should be sent to the stationery office for inspection and repairs if possible in the first instance.
223	Rulers, round, short, 18" ..		
224	Rulers, flat, short, 18" ..		
225	Scales, letter, brass, to weigh up to 8 ozs.	One for an office ..	
225A	Weights, brass, for the above scale, in sets of tola weights.	One for an office ..	
226B	Weights, brass, for the above scale, in sets of oz. weights.	One for an office ..	